AGENDA
Board of Library Commissioners
City of Los Angeles
Thursday, July 11, 2019

CENTRAL LIBRARY
Board Room, 4th Floor
630 W. 5th Street
Los Angeles, CA 90071

TIME: 11:00 A.M.

Agenda: In compliance with Government Code Section 54957.5, you may view the agenda its attachments at
the Information Desk of the Central Library and online at www.lapl.org/about-lapl/board-library-commissioners.
Some large agreements or attachments that may not be viewable on the website will be available in their
entirety at the Information Desk of the Central Library and provided at the Board Meeting.

1. Roll Call

2. Recommendation to continue approval of the Minutes of the June 13, 2019
   Regular Meeting

3. Public Comments (Matters within the Board’s Jurisdiction)
   (In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to
   exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting
   may be referred by the President to the staff or Board Committee for appropriate action or report back
   thereon to the Board.)

4. City Librarian’s Comments and Announcements

5. City Librarian’s Reports
   Consent Items
   Commissioners who wish to discuss particular items should ask that such items be called as Special.
   The remaining items will be subject to a single vote.

   a. Recommendation to accept grant of $10,000 received from
      The H.W. Wilson Foundation as part of the John Cotton Dana
      Award to the Public Relations and Marketing Office and be
      deposited in Trust Fund 831, Account 350

   b. Recommendation to approve the General Manager’s Expense
      Account for Fiscal Year 2019-20

   Board Discussion

   c. Recommendation to adopt revised Fee Schedule for Photo
      Collection and other reproduction services and new Fee
      Schedule for the Octavia Lab

   (EXHIBIT “A”)

   (EXHIBIT “B”)

   (EXHIBIT “C”)
6. **Presentation:** Octavia Lab

7. **Various Communications:** None

8. **Commissioners’ Comments, Announcements and Review of Matters Pending**

9. **Adjournment**

**Finalization of Board Actions - Charter Section 245:** In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

**Title II of the American with Disabilities Act:** The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, communication access real-time transcription (CART), assistive listening devices or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For Sign Language Interpreters is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office at (213) 228-7530.

**Rules of Decorum:** Persons addressing the Commission shall not utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. The Presiding Officer has the authority to issue a warning to a person violating the Rules. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person failing to leave after being ordered to do so by the Presiding Officer and who wilfully resists, delays or obstructs removal by the Sergeant-at-Arms, may be subject to arrest for violation of the Penal Code or Los Angeles Municipal Code. (Rev.11/2018)

**Parking:** Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at lapl.org

**For more information, contact:** Library Commission Office (213) 228-7530. **POSTED:** 7/8/19
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

July 11, 2019

TO:        Board of Library Commissioners
FROM:  John F. Szabo, City Librarian
SUBJECT:  ACCEPTANCE OF JOHN COTTON DANA GRANT

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a grant of $10,000 received from The H.W. Wilson Foundation as part of the John Cotton Dana Award to the Public Relations and Marketing Office be accepted and deposited in Trust Fund 831, Account 350.

FURTHER RESOLVED, That a letter of thanks be sent to the American Library Association, EBSCO and the H.W. Wilson Foundation, expressing the grateful appreciation of the Board and staff for recognizing the outstanding work of the PR & Marketing Office and their New Americans Initiative campaign.

FINDINGS:

1. The grant of $10,000 will be used to further Public Relations and Marketing efforts on behalf of the Los Angeles Public Library.

2. A letter of thanks should be sent to:

   William Stanton, Executive Director
   The H.W. Wilson Foundation
   750 Third Avenue, 13th Floor
   New York, NY 10017

Prepared by:  Lauren Skinner, Communications Director
Reviewed by:  Peter Persic, Public Relations and Marketing Director
LIBRARY RESOLUTION NO. 2019-XX (C-XX)

RESOLVED, That a grant of $10,000 received from The H.W. Wilson Foundation as part of the John Cotton Dana Award to the Public Relations and Marketing Office be accepted and deposited in Trust Fund 831, Account 350.

FURTHER RESOLVED, That a letter of thanks be sent to the American Library Association, EBSCO and the H.W. Wilson Foundation, expressing the grateful appreciation of the Board and staff for recognizing the outstanding work of the Public Relations & Marketing Office and their New Americans Initiative campaign.

This is a true copy:

________________________
Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT:
June 10, 2019

John F. Szabo
Los Angeles Public Library
630 W. Fifth Street
Los Angeles, CA 90071

Dear John:

Congratulations to you and your library on being voted a winner of a John Cotton Dana Award for 2019. This should be particularly gratifying given the many fine entries considered by John Cotton Dana Committee this year.

In recognition of this accomplishment and on behalf of the board of directors of The H.W. Wilson Foundation it is my pleasure to enclose a grant for $10,000.

Sincerely,

William Statton
Executive Director
Enc.
TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: GENERAL MANAGER'S EXPENSE ACCOUNT FOR FY 2019-20

RECOMMENDATION:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the City Librarian or designee be authorized to receive an advance or be reimbursed for such miscellaneous expenditures as may be necessary in the form of business meals, taxi fares, parking fees, etc. in an amount not to exceed $3,500 for the period July 1, 2019 to June 30, 2020; and

FURTHER RESOLVED, that said amount be encumbered in the Office and Administrative Expense Account Number 6010 of the Library Fund Number 300.

FINDINGS:

1. Each year the City Librarian incurs expenses for business meals, parking fees, and other miscellaneous expenses in connection with Library Department business.

2. This action provides funds for these expenses.

3. This amount is the same as in FY 2018-2019.

Prepared by: Susan Broman, Assistant City Librarian
LIBRARY RESOLUTION NO. 2019-XX (C-XX)

RESOLVED, That the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed $3,500 for the period of July 1, 2019 through June 30, 2020; and

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

This is a true copy:

________
Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES: 
NOES: 
ABSENT:
EXHIBIT C

July 11, 2019

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: REQUEST TO ADOPT REVISED FEE SCHEDULE FOR PHOTO COLLECTION AND OTHER REPRODUCTION SERVICES AND NEW FEE SCHEDULE FOR THE OCTAVIA LAB

A. RECOMMENDATIONS

That the Board of Library Commissioners:

1. Adopt the attached Resolution regarding the adoption of the revised fee schedule for the Photo Collection and other reproduction services and the new fee schedule for the Octavia Lab; and,

2. Authorize the City Librarian, or designee, to deposit funds received from the fees from the Octavia Lab into a newly established Trust Fund 831, Account 351, which will be used to pay the ongoing supply needs for the Octavia Lab.

B. FINDINGS

1. For more than twenty years, the Los Angeles Public Library (LAPL) has offered reproductions and commercial usage of images in the Photo Collection to the public. The fee schedule is posted on the LAPL website. This schedule has not been updated since its inception.

2. Since the launch of Tessa (tessa.lapl.org), the Digitization & Special Collections Department has also received requests for reproductions of items in its collection that fall under public domain or where copyright status is clear.

3. The proposed new fee schedule includes an updated fee schedule for the Photo Collection and includes a new fee schedule for non-Photo Collection and other reproduction services. The new schedule adjusts fees so that they are in line with similar-sized public libraries and thus adds language and a new fee schedule to include items from our Special Collections.

4. The newly-opened Octavia Lab at Central Library is a maker space and creative space that offers mostly free services to patrons. However, services offered also include large format prints as well as 3-D printing.
5. To recoup costs for poster and other large format print jobs, a new fee schedule for the Octavia Lab is proposed. Any 3-D print job in excess of three (3) hours also incurs a fee.

6. Fees generated for the Octavia Lab will be deposited into a newly-established Trust Fund 831, Account 351, which will be used to pay for the ongoing supply needs for the Octavia Lab.

7. The LAPL may set fees to recover the cost of materials, labor and equipment for reproductions.

8. The proposed fees are attached to this report. Once adopted, the fees will be made available on the Library's website and in the Octavia Lab.

Prepared by: Ani Boyadjian, Research & Special Collections Manager

Reviewed by: Kren Malone, Central Library Director
              Peter Fong, Departmental Chief Accountant
              Trina Unzicker, Assistant Business Manager

Attachment: Proposed Fees for Reproductions and the Octavia Lab
Proposed Fees for Reproductions and the Octavia Lab

Poster Printing

**Matte**
- 18" x 24" - $18
- 24" x 36" - $36
- 36" x 48" - $72

Matte = $6 per square foot

**Glossy**
- 18" x 24" - $21
- 24" x 36" - $42
- 36" x 48" - $84

Glossy = $8.00 per square foot

3-D Printing

3-D printing jobs that exceed three (3) hours are charged a flat $3 fee and then fifty (50) cents for each additional half hour. Our maximum will print job will be ten (10) hours. The total cost will be determined once the user's order is complete.
PHOTOGRAPHIC/GRAPHIC REPRODUCTION FEE SCHEDULE

NON-PHOTOGRAPHIC REPRODUCTION FEES
For items in our Special Collections, we allow patrons to take images with their smartphones (without flash) during Rare Books Room appointments.

For those items that require staff handling, we charge a $25 flat fee for scans up to 10 images/pages of Special Collections bound or unbound volumes at 300dpi, and $1 per page thereafter.

For flat objects including, but not limited to, maps and menus, the fee is $25 per scan at 300dpi 8X10 TIFF.

An additional special handling fee of $25 will be assessed for oversized or fragile items at the discretion of staff.

In all cases, determination and approval to scan rests with Digitization & Special Collections Department staff.

DELIVERY TIMES
Order turnaround time is one week, or five business days, from receipt of the signed Release Form (issued after the completed order form is submitted) and payment. For expedited service, with a turnaround time of two business days, there will be an additional surcharge of $25 per image.

PHOTOGRAPHIC REPRODUCTION FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Image – 300dpi 8x10 TIFF</td>
<td>$25</td>
</tr>
<tr>
<td>Digital Image – 600dpi 8x10 TIFF</td>
<td>$35</td>
</tr>
<tr>
<td>Digital Image – Over 600dpi 8x10 TIFF, up to 1200dpi 8x10 TIFF</td>
<td>$55</td>
</tr>
<tr>
<td>Digital Image – Over 1200dpi 8x10 TIFF</td>
<td>$80</td>
</tr>
<tr>
<td>8x10 digital print (photographic quality print with 90 year life expectancy)</td>
<td>$30</td>
</tr>
<tr>
<td>11x14 digital print (photographic quality print with 90 year life expectancy)</td>
<td>$45</td>
</tr>
<tr>
<td>Oversized (larger than 11&quot; x 14&quot;) digital prints</td>
<td>$30 set-up fee plus 10 cents per square inch of printing</td>
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</tbody>
</table>
PERSONAL USE FEES
Individuals using the photographs for home decor, research, or other personal uses, need only pay the photographic reproduction fee.

COMMERCIAL USE FEES
Individuals and businesses using the photographs for commercial purposes, including the decoration of business premises, must pay the additional commercial use fees. In addition to the cost of reproduction, the Library charges the following fees for each image used in:

<table>
<thead>
<tr>
<th>BOOKS – Interior</th>
<th></th>
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<tbody>
<tr>
<td>(one-time/one edition use, interior, single-language, print &amp; electronic editions, includes self-published, text book, and university presses)</td>
<td></td>
</tr>
<tr>
<td>Print run up to 1,000</td>
<td>$75</td>
</tr>
<tr>
<td>Print run 1,001 – 5,000</td>
<td>$125</td>
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<tr>
<td>Print run over 5,000</td>
<td>$150</td>
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<table>
<thead>
<tr>
<th>BOOKS – Cover</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(one-time/one edition use, cover, single-language, print &amp; electronic editions, includes self-published, text book, and university presses)</td>
<td></td>
</tr>
<tr>
<td>Print run up to 1,000</td>
<td>$150</td>
</tr>
<tr>
<td>Print run 1,001 – 5,000</td>
<td>$200</td>
</tr>
<tr>
<td>Print run over 5,000</td>
<td>$250</td>
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<table>
<thead>
<tr>
<th>BOOKS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(worldwide, all media, all editions, all print runs, all languages, in perpetuity, includes self-published, text book, and university presses. Cover or Interior)</td>
<td>$300</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>UNPUBLISHED DISSERTATIONS/THESSES (uploaded to online platform)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>$50 flat rate per 15 images, per platform</td>
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</tbody>
</table>

| COMMERCIAL NEWSPAPERS, MAGAZINES/JOURNALS, PROGRAMS (includes print and electronic) | $75 |

| NONPROFIT JOURNALS (includes print & electronic) | $50 |

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<thead>
<tr>
<th>BROCHURES/FLYERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-profit</td>
<td>$25</td>
</tr>
<tr>
<td>Commercial</td>
<td>$50</td>
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<tr>
<td>COMMERCIAL DECOR</td>
<td></td>
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<td>--------------------------------------------------------------------------------</td>
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<tr>
<td>Per image, basic fee for one time use (includes but not limited to retail,</td>
<td>$200</td>
</tr>
<tr>
<td>restaurants, office/condo/apartment/hotel lobbies &amp; leasing offices, hotel</td>
<td></td>
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<tr>
<td>rooms, and images ordered by interior decorators and design firms)</td>
<td></td>
</tr>
<tr>
<td>Multiple copies per image (includes but not limited to retail,</td>
<td>$400</td>
</tr>
<tr>
<td>restaurants, office/condo/apartment/hotel lobbies and leasing offices, hotel</td>
<td></td>
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<tr>
<td>rooms and images ordered by interior decorators and design firms)</td>
<td></td>
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<tr>
<td>EXHIBITIONS</td>
<td></td>
</tr>
<tr>
<td>Non-profit</td>
<td>$50 flat rate up to 15 images</td>
</tr>
<tr>
<td>Commercial</td>
<td>$100 flat rate up to 15 images</td>
</tr>
<tr>
<td>DOCUMENTARIES AND TELEVISION PROGRAMS (including set design)</td>
<td></td>
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<tr>
<td>Free Online Streaming</td>
<td>$50</td>
</tr>
<tr>
<td>Film Festival Submission</td>
<td>$75</td>
</tr>
<tr>
<td>Public Television broadcast with all media excluding theatrical</td>
<td>$150</td>
</tr>
<tr>
<td>Commercial Online Streaming</td>
<td>$250</td>
</tr>
<tr>
<td>Commercial TV broadcast and/or online streaming with all media excluding</td>
<td>$300</td>
</tr>
<tr>
<td>theatrical</td>
<td></td>
</tr>
<tr>
<td>All media including theatrical</td>
<td>$400</td>
</tr>
<tr>
<td>TV TALK SHOWS AND NEWSCASTS</td>
<td></td>
</tr>
<tr>
<td>Talk Shows and Newscasts with all media</td>
<td>$50</td>
</tr>
<tr>
<td>FEATURE FILMS (including set design)</td>
<td></td>
</tr>
<tr>
<td>Feature Films (non-documentary) with all media</td>
<td>$500</td>
</tr>
<tr>
<td>COMMERCIAL WEBSITES and APPS</td>
<td>$75</td>
</tr>
</tbody>
</table>

Revised and Adopted by the Board of Library Commissioners on July 11, 2019
LIBRARY RESOLUTION NO. 2019-XX (C-XX)

WHEREAS, the Los Angeles Public Library (LAPL) may set fees to recover the cost of materials, labor and equipment for reproductions; and

WHEREAS, the LAPL periodically updates its reproduction fees to recover the cost of reproductions and services; and

WHEREAS, the fee schedule for reproductions from the Photo Collection has not been updated for more than twenty (20) years; and

WHEREAS, the LAPL recently opened the Octavia Lab which contains various types of new printing and reproduction equipment for public use; and

WHEREAS, LAPL staff recommends updating the fee schedule for the Photo Collection and other reproduction services and establishing a new fee schedule for the Octavia Lab to provide more accurate cost recovery:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the revised fee schedule for the Photo Collection and other reproduction services and the new fee schedule for the Octavia Lab; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to deposit funds received from the fees from the Octavia Lab in a newly established Trust Fund 831, Account 351, which will be used to pay for the ongoing supply needs for the Octavia Lab.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT: